

District-Wide Safety Plan for LEEP Dual Language Academy Charter School

Revised August 2023

Blue Campus: 5323 5th Avenue, 2nd Floor
Brooklyn, NY 11220

&

Red Campus: 475 53rd Street, 2nd Floor
Brooklyn, NY 11220

917-819-5337



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School Safety Plan

LEEP Dual Language Academy Charter School (LEEP Academy)’s District-Wide Building-Level Emergency Response Plan (the “Plan”) was created with the following goals:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe

Key School Data:

- LEEP Academy opened in August 2019 and in the 2023-24 school year has approximately 450 students in grades K-5, and approximately 80 staff members.
- Address: 5323 5th Avenue, 2nd Floor, Brooklyn, NY 11220; 475 53rd Street, 2nd Floor, Brooklyn, NY 11220
- Phone number: 917-819-5337
- School Leaders: Johana Andujar, Principal; Tenille Faria, Senior Director of Operations
- Student Transportation: MTA subway/bus, walking, parent drop-off, NYC DOE/OPT bus service

Emergency Response Team

The LEEP Academy Safety Team / Emergency Response Team is composed of representatives from LEEP Academy administration, faculty, and staff.

Title	Name	Role
Principal	Johana Andujar	Emergency Response Team Member
Senior Director of Operations	Tenille Faria	Emergency Response Team Member
Senior Operations Associate	Victoria Arciniega	Emergency Response Team Member
Operations Manager	Katherine Larrequi	Emergency Response Team Member
SPED Coordinator	Yaritza Mendez	Emergency Response Team Member
Dean of Instruction (Gr. K-1)	Josenny Batista	Emergency Response Team Member
Dean of Instruction (Gr. 2-3)	Reba Feliciano	Emergency Response Team Member
Dean of Instruction (Gr. 4-5)	Nicaury Vargas	Emergency Response Team Member
Director of Student Services	Rafael Acosta	Emergency Response Team Member
Dean of Students	Ajana Suriel	Emergency Response Team Member
Director of Family Experience	Margarita Cheng	Emergency Response Team Member

Annual Review of District-Wide Safety Plan: The Emergency Response Team conducted annual review and updates to the District-Wide Safety Plan in July & August 2023. The District-Wide Safety Plan was made available for public comment for (30) thirty days prior to its adoption by the Board of Trustees. The 30-day public comment period began on August 25th, 2023, and ended on September 24th, 2023. At least one public hearing that provided time for review by school personnel, parents, students and any other interested parties, was held prior to the adoption of the plan. The date of Public Hearing regarding the District-Wide Safety Plan was August 28th, 2023. The board approved and adopted the plan on September 25th, 2023. The district-wide safety plan was posted on the district website on September 27th, 2023 at <https://www.leepacademies.org/about/notices/>.

Visitor Procedure

At LEEP Academy, access to the building is controlled and our main doors remain locked. Visitors to the building must announce themselves from outside, through the video intercom system at the front door.

The entrance door may be propped open for arrival, dismissal, and major deliveries, but otherwise must remain closed and locked. During times the door is propped open, the door will be constantly monitored.

A staff member asks each visitor for the purpose of their visit. If the school security guard is on duty near the door, he or she will serve this role; otherwise, the front desk staff will either talk via video intercom or come down to meet the visitor at the door.

All visitors must sign in, wear a VISITOR badge, and be under the responsibility of a LEEP staff member/security.

Procedure for Third Party Vendors

On any given day, the LEEP Academy campus may be hosting adults who work with children but are neither employees nor visitors, such as special education service providers, substitute teachers, interns, or volunteers. These individuals must sign in at the front desk and are provided a review of emergency procedures from front desk staff.

General Response Protocol Plan

Concept of Operations

The initial response to all emergencies at LEEP Academy will be by the Emergency Response Team. The Emergency Response Team will also serve as the Core Safety Team and Post Incident Response Team. Efforts may be supplemented by county and state resources through existing protocols as required.

Chain of Command

The chain of command at LEEP Academy in the case of emergencies is as follows:

1. Principal
2. Senior Director of Operations

3. Dean of Instruction (Gr. KG-1)
4. Dean of Instruction (Gr. 2-3)
5. Dean of Instruction (Gr. 4- 5)
6. SPED Coordinator
7. Dean of Students
8. Director of Family Experience
9. Director of Student Services
10. Operations Manager
11. Senior Operations Associate

Continuity of Operations

- In the event of an emergency, the Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the Emergency Response Team.
- The Principal or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

Notifications

- If there is a reasonable perception of immediate danger, any staff member may call for an Evacuation or Lockdown using his or her best judgment, and with a bias toward action.
- For any emergency, incident, or hazard, staff should notify the Principal (or acting Incident Commander) as soon as possible.
- Upon notification, the Principal (or acting Incident Commander) will take the following steps as needed:
 - notify all building occupants to take appropriate protective action; or contact local law enforcement as appropriate;
 - notify all staff who may be outside the building;
 - call an emergency meeting or inform the Board of Trustees;
 - communicate an update to parents/families; and/or to announce and communicate any schedule change, such as an Early Dismissal.

Communication

The following internal and external communications systems will be used as most sense at the time:

- 2-way Radios (supplied to Emergency Response Team members)
- School Intercom System
- Staff Mobile Chat System (G-chat)
- Cell Phones of Emergency Response Team and staff
- School messaging app (ParentSquare)
- Email
- Local Media




In order to ensure shared understanding across staff and law enforcement, all emergency communications must be made in English, and may be repeated in Spanish as appropriate.



Access to Floor Plans and Evacuation Route Maps

A copy of floor plans and evacuation route maps is included in the official Red Emergency/Safety Binder (maintained by the Senior Director of Operations, and kept in the Main Office). Evacuation route maps are placed on the wall near the exit doors of every room in the building.

Evacuation and Lockdown Procedures

LEEP Academy practices four distinct emergency response scenarios, described below.

 <p>LOCKDOWN</p>	<p><i>PA Announcement initiates Lockdowns</i></p> <p>Soft Lockdown - <i>Danger is in the building, no imminent danger to sweep team</i></p> <ul style="list-style-type: none"> Remove the Door Magnet, close and lock door Move scholars away from doors/windows Draw shades Be silent Teachers closest to bathrooms pull scholars in their room Text Ops Support if you have or are missing any students Await "All Clear" PA announcement <p>Hard Lockdown - <i>Danger is in the building, imminent danger to sweep team</i></p> <ul style="list-style-type: none"> Remove the Door Magnet, close and lock door Move scholars away from doors/windows Draw shades Be silent Teachers closest to bathrooms pull scholars in their room Text Ops Support if you have or are missing any scholars Await "All clear" from First Responders
 <p>EVACUATION <i>Danger inside the building</i></p>	<p>Evacuation – <i>Fire Alarm Initiates Evacuation</i></p> <ul style="list-style-type: none"> Exit building immediately and with urgency Exit in straight, silent lines Bring Emergency Red Backpack with you Evacuate to designated assembly point Take attendance
 <p>SHELTER-IN <i>Danger outside the building – take shelter in building</i></p>	<p>Shelter-In – <i>PA Announcement Initiates Shelter-In</i></p> <ul style="list-style-type: none"> Remain inside the classrooms or offices Continue with instruction Close room doors Increase situational awareness/Listen for announcements No transitions should take place during a shelter-in! In case you need to transition into a lockdown

 <p style="text-align: center;">HOLD</p> <p><i>Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, scholars, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.</i></p>	<p>Hold - Expectation is that there is no movement throughout the building until the "all clear" is given. While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended. Teachers will:</p> <ul style="list-style-type: none"> • Instruct scholars to remain in their seats and classroom • Disregard all bells or transition times • Notify leadership and building response team of emergencies in classroom using Ops Support Chat • Await the "All Clear" or "Hold lifted" announcement
 <p style="text-align: center;">CODE BLUE</p> <p><i>Medical emergency in need of immediate attention</i></p>	<p>Code Blue – PA Announcement initiates "Code Blue"</p> <ul style="list-style-type: none"> • All CPR/AED certified staff report to scene of incident • All other staff avoid the area or support with bringing AED • Continue with business as usual • Listen for announcements

Evacuation Locations

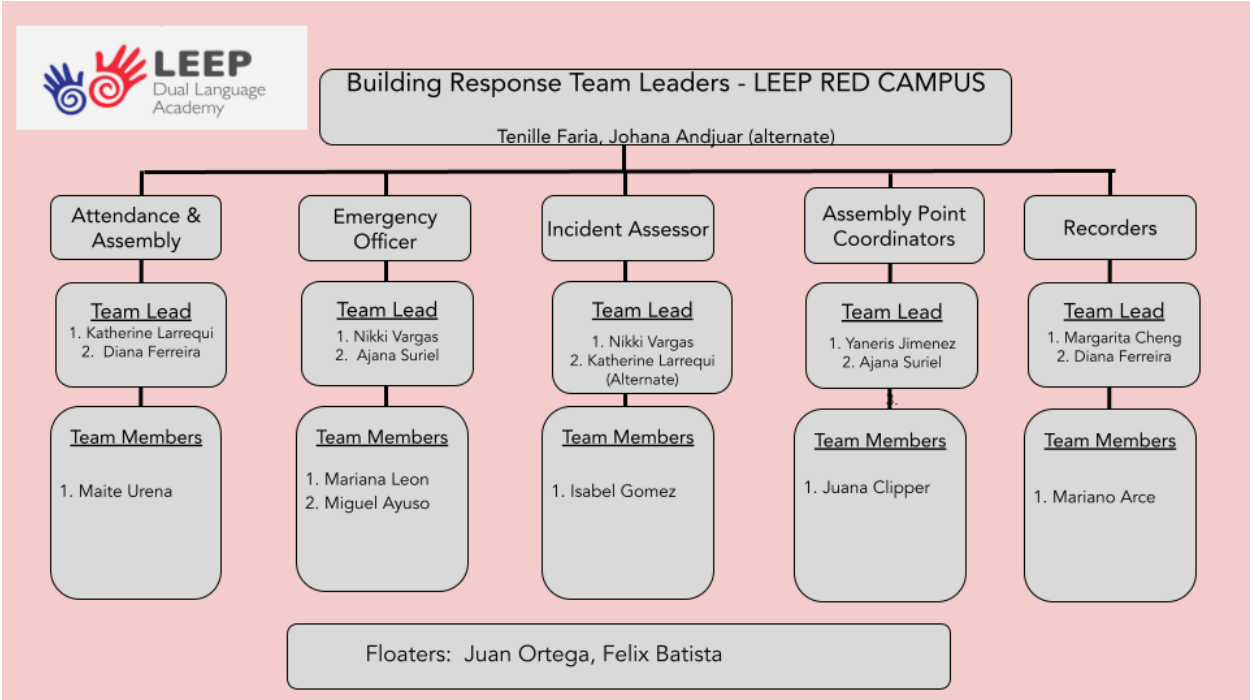
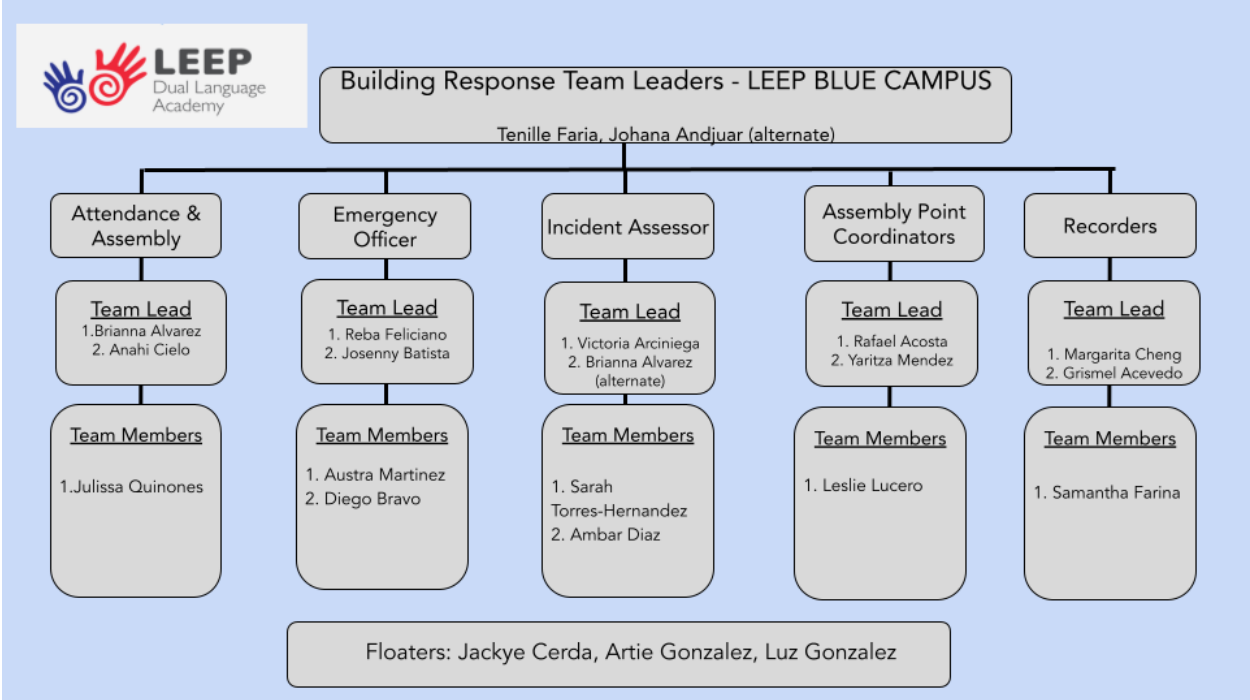
In case of an evacuation for the blue campus, the first gathering point is on 54th Street, between 5th Avenue and 6th Avenue, at a safe distance of at least 100 feet from the school building. If necessary, the secondary gathering point is at Rainbow Playground, located at 5523 6th Avenue.

In case of an evacuation for the red campus, the first gathering point is on 53rd Street, between 4th Avenue and 5th Avenue, at a safe distance of at least 100 feet from the school building. If necessary, the secondary gathering point is at Rainbow Playground, located at 5523 6th Avenue.

School Closures

In the case of severe weather, a power outage, or other problems requiring school closure or a late start, the school will announce the closing or delay through ParentSquare, text message alert and G-Suite chat. Announcements will typically start by 6 a.m.

Building Response Teams: Blue Campus & Red Campus August 2023



Emergency Script

PA announcement script: Attention, please. Atención, por favor. LEEP Academy is in (SCENARIO). Estamos en (SCENARIO). This is (not) a drill. Esto (no) es un simulacro.

All-clear script: [REDACTED]

Missing Student Protocol

If a student is unaccounted for:

Who	What Action
Any staff member or Emergency Response Team member	Initiate a Shelter-in-place by making announcement from any phone
Any staff member	Communicate pertinent information to the Emergency Response Team, including: <ul style="list-style-type: none"> ● Student's name and classroom ● When and where student was last seen ● Student's possible whereabouts ● Student's state of mind
Front desk staff	Check security cameras and security recordings
Emergency Response Team members	Check for student in the building and immediately outside the building, as assigned by the Principal or Incident Commander.

If a student is confirmed to have left the building, OR student is not found after a building search:

Who	What Action
Incident Commander	Call 911
Incident Commander	Notify the NYC Department of Education School Safety Division. Include the following information in the description: <ul style="list-style-type: none"> ● Height and approximate weight ● Ethnicity ● Complexion and hair color ● Attire and any distinguishing features ● Verbal or non-verbal ● Languages spoken ● Relevant info from student's IEP ● Any emergency contacts who may live near the school
Incident Commander's designee	Notify parent or other emergency contacts
Incident Commander	Establish a Command Post to work with law enforcement. Provide a photo of the student if available.
Parent Coordinator	Directs and supports family with communication.
Emergency Response Team	Notify and communicate about the emergency (see "Notification" and "Communication" above)

Arrival Protocol

To ensure that all students arrive safely in their classrooms, LEEP Academy follows these routines:

- If the school bus arrives early, they will wait on the school bus at the front of the school until the school doors open at 7:20 am. When a bus arrives, staff member(s) escort students safely off, then check the bus for sleeping students.
- Families who arrive before 7:20 am must wait outside.
- Doors are open from 7:20 am to 7:40 am. School staff positioned around the building, at the direction of the Director of Operations, ensure that each student arrives in class and no student wanders to an emergency exit or other unsupervised space.
- Doors close at 7:40 am. Late-arriving students must be accompanied by a parent, who must complete a late slip.
- Under no circumstance may students be sent to the waiting line, or the front door, without family supervision. A family member must be with the student at all times until the student is received by a staff member.

Dismissal Protocol

To ensure that all students are sent home safely after school, LEEP Academy uses a series of procedures including redundant safety checks:

- All changes to ordinary routines must be communicated to the main office by 10 am.
- Changes must be communicated to the student's teacher *and* the main office.
- Daily dismissal rosters are created with each student's destination, including:
 - o Bus route info and Afterschool program participation
 - o Parent pick-up
- Bus drivers, afterschool program leaders, staff bus captains, and classroom teachers all receive roster copies.
- Bus captains count students upon pick-up from classrooms and upon entry onto the bus.
- With NYPD permission, the 5th Avenue entrance to 54th Street and the 5th Avenue entrance to 53rd Street are closed for approximately 15 minutes at dismissal time. Before the streets reopen, LEEP Academy staff will make an announcement via walkie talkie and usher pedestrians to the sidewalk for safety.

If a bus is late (non-emergency):

Who	What Action
Director of Operations /Operations Manager or designee	Contact OPT, bus company, and/or driver for updates. Designate staff member to share updates with parents/guardians.

If there is an emergency incident on a bus:

Who	What Action
Principal/Director of Operations or designee	Direct student to school nurse or call 911, as needed. Designate staff members to share updates with parents/guardians.
Incident Commander	Inform law enforcement and initiate emergency protocols as needed.

Risk Reduction and Prevention

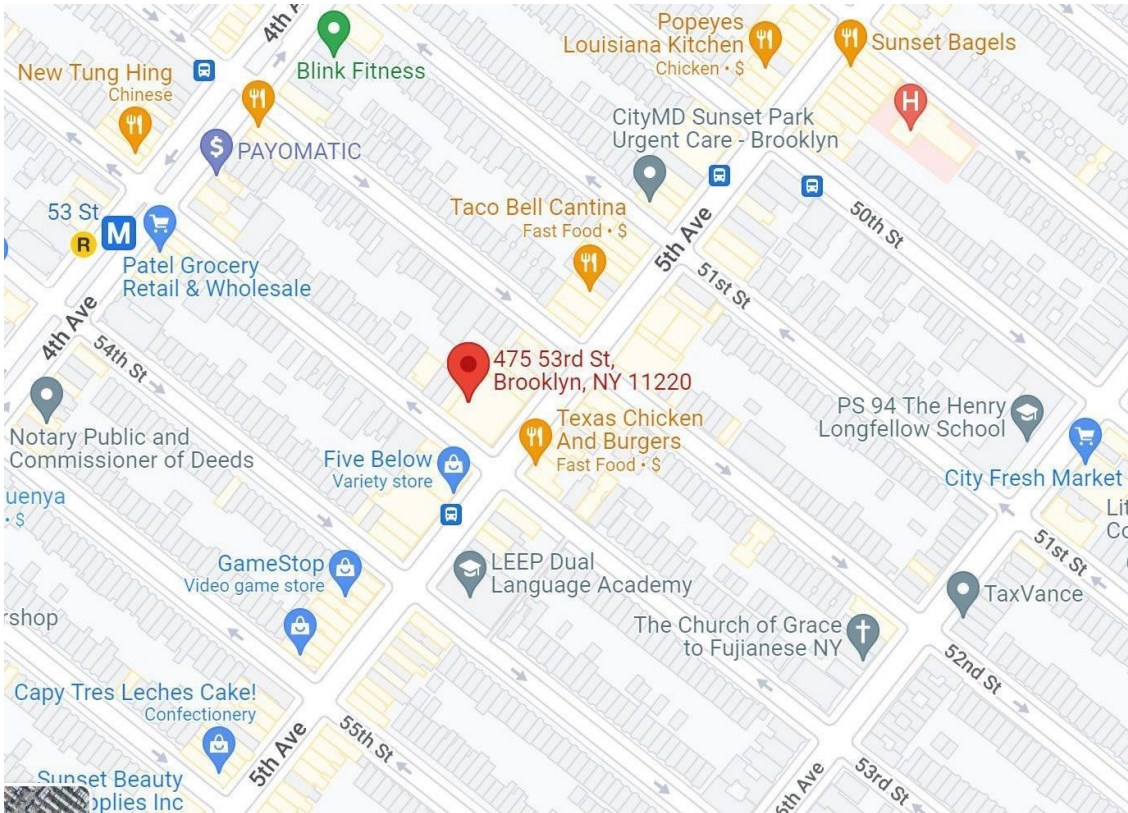
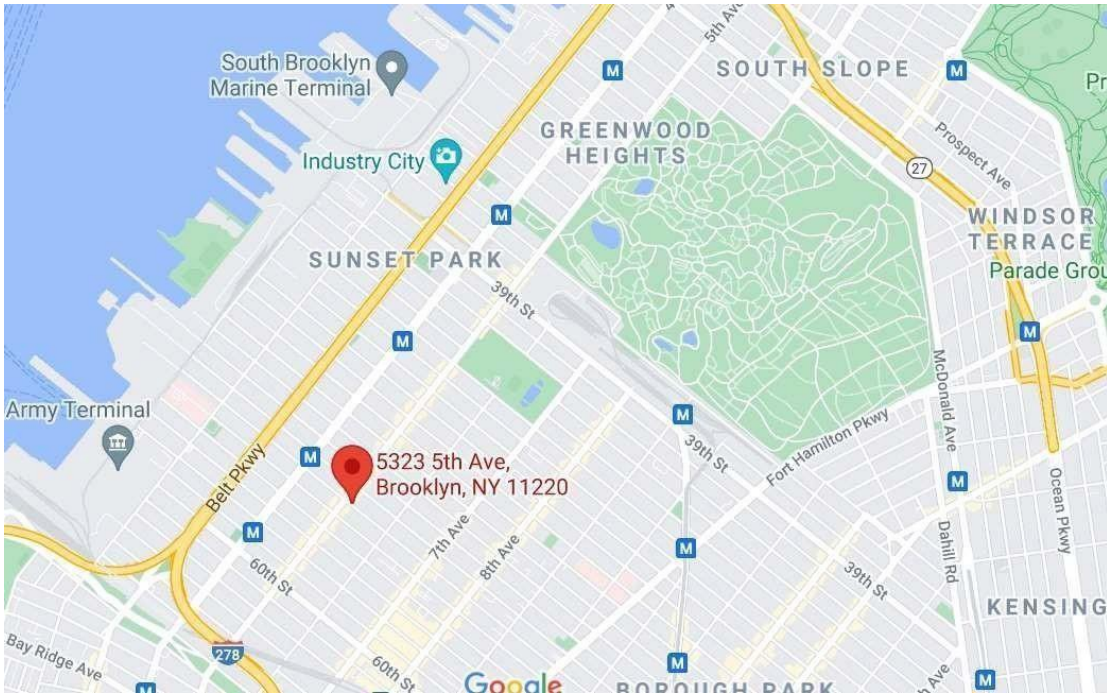
Certifications and Trainings

Twelve members of the LEEP Academy Emergency Response Team are certified for CPR and AED, six personnel at each site.

Drills and Exercises

LEEP Academy staff participate in regular evacuation and hard and soft lockdown drills as required by law, regulation, and guidance. Pursuant to Education Law §807, LEEP Academy conducts four lockdown and eight evacuation drills each school year, with at least eight of the required drills being conducted by December 31st of each school year. Two additional evacuation drills are conducted during summer camp and summer school, in years when LEEP Academy conducts summer camp/school.

Appendix 1: Local Map



Appendix 2: Local Emergency Resources Contact List

Emergency: 911

New York City Department of Education: 311

NYPD 72nd Precinct

830 4th Avenue

Brooklyn, NY 11232

Precinct: (718) 965-6311

Community Affairs: (718) 965-6326 Domestic

Violence: (718) 965-6363

Youth Officer: (718) 965-6301

Auxiliary Coordinator: (718) 965-6323

Detective Squad: (718) 965-6336

NYU Langone Hospital Brooklyn

150 55th St

Brooklyn, NY 11220

718-630-7000

FDNY Community Affairs: (718) 999-2117

Office of Pupil Transportation: (718) 392-8855

New York State Central Register (Reporting of Suspected Child Abuse): (800) 635-1522

District 15 Superintendent's Office - CECD15:

131 Livingston St. Room 301,

Brooklyn NY 11201

718-797-4078

Superintendent Rafael Alvarez. RAlvare4@schools.nyc.gov

Deputy Superintendent Nicole Lanzillotto. nlanzillotto@schools.nyc.gov

Appendix 3: Emergency Procedures: Teachers’ Quick Reference Guide & Script

Scenario	FULL OR PARTIAL EVACUATION Evacuación Completo/Parcial	HARD LOCKDOWN Cierre de Emergencia	SOFT LOCKDOWN Cierre de Seguridad	SHELTER-IN-PLACE Seguridad en Locación	HOLD Permanecer
Possible reasons:	-Fire -Smoke -Toxic smell or spill -Gas leak -Bomb threat	In the building there is an: -active shooter -report of a weapon -hostage situation -person found dead	-Serious injury/medical emergency -Erratic person -Robbery or major crime nearby	-Suspicious person reported in area -Traffic accident near building -Natural Disaster -Missing student	-Missing student -Injured student or staff member
Any staff member can:	-Pull the fire alarm -Announce an evacuation -Inform ERT	-Confront person -Announce a hard lockdown -Inform ERT	-Announce a soft lockdown -Inform ERT	-Announce a shelter-in-place -Inform ERT	-Announce a shelter-in-place -Inform ERT
Incident Commander will:	-Announce an evacuation (full or partial) -Issue further instructions	-Announce a hard lockdown -Issue further instructions	-Announce a soft lockdown -Issue further instructions	-Announce a shelter-in-place -Issue further instructions	-Announce a shelter-in-place -Issue further instructions
Teachers’ response:	-Take attendance -Grab attendance lists, emergency kit, cell phones. -Lead students in evacuating via emergency exits to 54 th Street or Rainbow Park (secondary). -Display color cards. Wait for all-clear.	-Gather all students into rooms and ask for silence. -Lock doors, block internal windows, turn off lights. -Lead students to shelter in the corner of the room silently. -Wait for all-clear.	-Gather all students into rooms and ask for silence. -Lock doors, block internal windows, turn off lights. -Lead students to shelter in the corner of the room silently. -Wait for all-clear.	-Do not enter or exit buildings; do not use elevators. -Otherwise, school activities proceed as usual. -Listen for all-clear.	-No movement through the building - Instruction may continue -Listen for all-clear.

Emergency Response Team (ERT): *Johana, *Tenille, Rafael, Katherine, Reba, Yaritza, Ajana, Victoria, Nicaury, Josenny, Margarita
 *default Incident Commander

PA announcement script: Attention, please. Atención, por favor. LEEP Academy is in (SCENARIO). Estamos en (SCENARIO). This is (not) a drill. Esto (no) es un simulacro. **All-clear script:** [REDACTED]

Appendix 4: Procedures to Coordinate the Use of Resources and Manpower During Emergencies

- LEEP Academy has security cameras located in 15 locations throughout the building at blue campus and 8 locations throughout the building at red campus for the purpose of safety and protection for staff and students, of monitoring for violent incidents, and appropriate emergencies.
- The main entrance door remains closed and locked at all times except for arrival (7:20 am – 7:40 am) and dismissal (3:15 pm – 3:30 pm on Mondays, Tuesdays, Wednesdays, and Thursdays, Fridays; 1:10 pm – 1:30 pm). It is operated by a buzzer system and camera, allowing the Operations Associate or other staff member to confirm the identity of the visitor buzzing in via voice and video.
- LEEP Academy students have their attendance taken each day in our student information system, Infinite Campus.
- The following staff members have 2-way radios on their person at all times to use in the event of an emergency drill or actual emergency:
 - Principal
 - Sr. Director of Operations
 - Operations Manager
 - Operations Associates (2)
 - Deans of Instruction (3)
 - Director of Student Services
 - Director of Family Experience
 - Dean of Students
 - SPED Coordinator
 - Security Guards (2)
- Last Training to staff on Building-level Emergency response Plan was held on: August 10, 2023
- Last Training to staff on School Violence Prevention and Mental Health was held on: August 10, 2023